

HOW TO WRITE AN INFORMAL EMAIL

GREETINGS:

- *Hi Sarah,*
- *Dear Sarah,* (This is usual in letters and semi-formal in emails).

Remember to write a comma (,) after the greeting, not a colon (:).

INTRODUCTION:

- *Thanks for your email.*
- *It was great to hear from you.*
- *How are you? I'm fine.*
- *I hope you're well.*
- *How's your family?*
- *Sorry for not writing earlier.*
- *Sorry that I haven't been in touch for a while.*
- *I have some good / bad news.*
- *I'm writing to tell you about...*

BODY:

In this section you will write the main purpose of your email. In this case, you will regret about something in the past (your holidays). Include the type of activities and sports you did, how you managed to do them, the weather conditions and other problems that arose during these holidays.

CONCLUSION:

- *Anyway, / Well, that's all for now.*
- *Well, that's all my news.*
- *Write soon!*
- *I look forward to hearing from you.*
- *I hope to hear from you soon.*
- *Give my love / regards to your parents / sister...*
- *My mother sends her love.*

CLOSING EXPRESSIONS:

- *Regards,*
- *(Lots of) love,*
- *Best wishes,*
- *Take care,*

You must write your name below these closing expressions.

* *PS. Please send me the photos you promised / I'm attaching...*

('Post scriptum': Something you forgot to mention and want to add).